

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

- STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the [Answer/Response](#) hyperlink.

- STEP 3** The **ANSWER/RESPONSE TYPE** screen displays. (See Figure 3.)

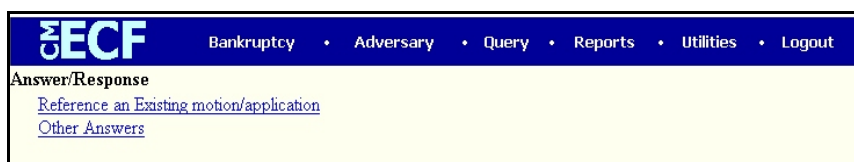


Figure 3

- ◆ Click the [Reference an existing motion/application](#) hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)

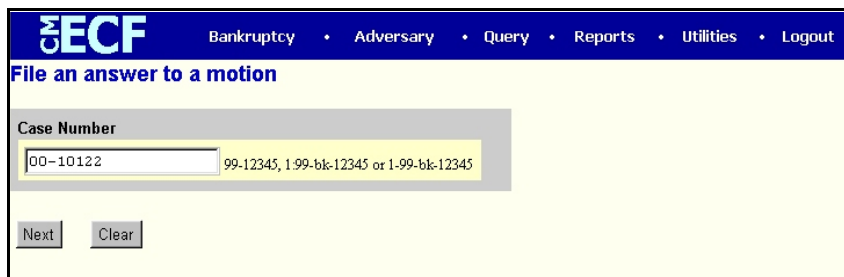


Figure 4

- ◆ Enter the correct case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.

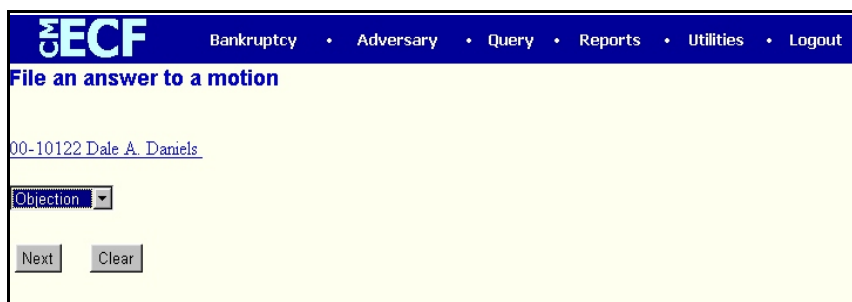


Figure 5

- (See Figure 5.)
- ◆ Click on the down arrow in the **Document Type** pick list.
- ◆ Your choices in the starter database are Objection, Reply or Response. Highlight *objection*.
- ◆ Click **[Next]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

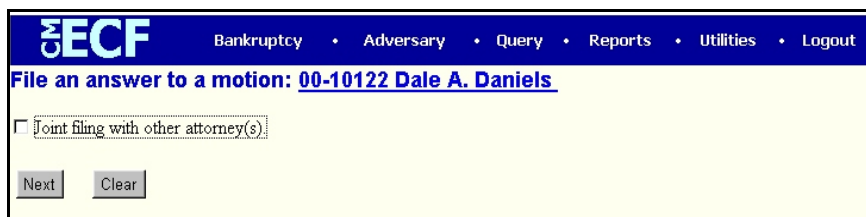


Figure 6

- ◆ This screen will only be used if another attorney is joining in this filing. No action is necessary.
- ◆ Click **[Next]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

Figure 7

- ◆ The party for whom you are filing the objection in this example is Household Finance.
- ◆ Since the party name (Household Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.

Figure 8

- ◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Householders Finance.
- ◆ Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householders Finance. (See Figure 9.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled "Search for a party". It contains input fields for "SSN" and "Tax Id", and a larger input field for "Last/Business name". The "Last/Business name" field contains the text "House". Below the input fields are "Search" and "Clear" buttons. Underneath is a section titled "Party search results" which displays the message "No person found." and a "Create new party" button.

Figure 9

- ◆ Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and includes a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form fields are as follows:

- Last name: Householders Finance
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Title: [empty]
- SSN: 222-11-1234
- Tax ID: [empty]
- Office: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- County: [empty]
- Country: [empty]
- Phone: [empty]
- Fax: [empty]
- E-mail: [empty]
- ProSe: no
- Role: Creditor (cr:cr)

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not add address information.**
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- ◆ Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance).

- ◆ Click **[Next]**.

The screenshot shows the 'Select the Party' screen in the ECF system. The screen is titled 'File an answer to a motion:' and includes a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The screen displays a list of parties with 'Householders Finance, [cr:cr] (333499:1)' highlighted. Other parties include Chrysler Credit Corporation [cr:cr], Daniels, Dale A. [pty:db], Greentree Financial Corp. [cr:intp], Home Depot [cr:intp], and Mayfair, Julian [tr:tr]. The screen also has a 'Next' button and a 'Clear' button.

Figure 11

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen appears. (See Figure 12.)

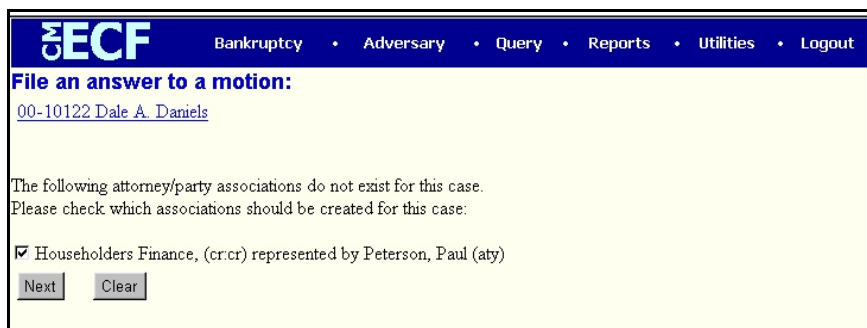


Figure 12

- ◆ Since your party, Householders Finance, is new, this screen will establish you as counsel for them on this case. Paul Peterson is used as an example.
- ◆ Check the box and click **[Next]**.

STEP 13 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 13.)



Figure 13

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ Double-click the PDF file to select it.
- ◆ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- ◆ Click **[Next]**.

STEP 14 The **PENDING MOTIONS** screen appears. (See Figure 14a.)

Figure 14a

- ◆ Select the appropriate motion you wish to answer by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- ◆ In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
 - Using your mouse, highlight the text of the Motion to Avoid Lien. (See Figure 14b.)

Figure 14b

- From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.
- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.
- ◆ Click **[Next]**.

- STEP 15** A reminder message will display to ensure the final docket text is complete and meaningful. (See Figure 15.)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, a blue banner reads "File an answer to a motion: 00-10122 Dale A. Daniels". The main content area has a yellow background and contains the text "Complete The Docket Window With The Name Of The Document To Which You Are Objecting". At the bottom of this area are two buttons: "Next" and "Clear".

Figure 15

- ◆ Click [Next].

- STEP 16** The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

The screenshot shows the ECF system interface in a Netscape browser window. The browser's address bar shows the URL "http://bktrain.aolttd.ao.dcn/cgi-bin/login.pl?109132426452637-L_107_0-1". The page has a blue header with navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a yellow background and displays the text "r to a motion: Daniels". Below this, there is a text box containing the text "Objection to Motion to Avoid Lien Filed by Paul Peterson on behalf of Household Finance (related document(s)[11]). (Stevens, Kate)". At the bottom of the text box are two buttons: "Next" and "Clear".

Figure 16

- ◆ These prefixes are optional. (See pop-up menu above.)
- ◆ Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 11, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.
- ◆ Click [Next].

- STEP 17** The **FINAL DOCKET TEXT** screen appears. (See Figure 17.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

Docket Text: Final Text

Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Household Finance (related document(s)[11]). (Peterson, Paul)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 17

- ◆ Use caution on this screen and proof the contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 18 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 18.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

Notice of Electronic Filing

The following transaction was received from Peterson, Paul on 1/15/2001 at 11:12 AM CST

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [12](#)

Docket Text:
 Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Household Finance (related document(s)[11]). (Peterson, Paul)

Document description: Main Document
Original filename: R:\TRAINING\ECF\Class Files\PDF Files\Chapter7_PDF\O_m_avdlien.PDF
Electronic document Stamp:
 [STAMP bkecfStamp_ID=978562065 [Date=1/15/2001] [FileNumber=2399-0] [1 cefe8e5c55e4ab222a5e0371f5f71ad8fcb397a4de87f1eff674dedd3f9178c71e6b bf050e9e9acd6c9523b68b80f81b6a394d3b583ded0653c4dd08d72d8]]

00-10122 Notice will be electronically mailed to:

Hardy Hansen hansen@someplace.com,
 Julian Mayfair stvensk@aottd.uscourts.gov,
 Bruce Williams bwillx@email.msn.com,

00-10122 Notice will not be electronically mailed to:

Figure 18

- ◆ Users should scroll down to view entire notice.
- ◆ Click the browser **[Print]** button to print a copy of this notice.
- ◆ You may also save the notice through the browser File/Save option.